

NEWS



APRIL 2007

County Women's Network

Top Six Factors That Lead to ...



A multimillion-dollar industry has been built around self-help books and seminars that promise to motivate us to finally achieve professional, financial and personal goals. But, what is it that truly motivates us?

Competition. Competition is one of human nature's built-in motivators. This explains why Employee of the Month programs are so prevalent. Anything from retail to accounting to fast food, most businesses (and even governmental departments) have some type of employee recognition to encourage employees to strive for excellence.

Ownership of a Project. This is a method for giving your all. If employees feel they can directly contribute to their departments success by holding ownership of key projects, they will feel an alliance.

A Balanced Work Environment. How you feel about your job can either stimulate or suppress motivation. You must have a good balance between work and home. It is important. It is essential.

Relieving the pressures of maintaining a work-home balancing act will keep you energized to meet your goals (both professional and personal). Keep in mind that taking quality time for yourself away from the office will help you stay fresh and focused on your job.

Reducing Clutter. This is mental clutter. Take a look at the numerous distractions in your life. This could mean reducing your kids' hectic schedules, asking for help of your family in household chores or even a moment to take some time for yourself. When you feel overwhelmed things appear hopeless and you will lose direction. Prioritizing activities in your life will help you regain the drive and enthusiasm to take on and better yet, achieve your goals.

A Positive Attitude. Having an upbeat outlook is important. If you feel passionate about what you do, you will be much more apt to aim high.

This is motivation in a nutshell.

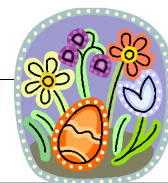
Happy Birthday, CWN!

CWN turns 12 years old this month! We should be excited and proud of all that we've accomplished in these past 12 years.



"Going Full Circle to Promote Professional and Personal Growth"

April 2007



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8 <i>Happy Easter</i>	9	10 State of the County Address	11 Fashion Show—CWN Desert Region	12	13	14
15	16	17	18 CWN Meeting	19	20	21
22	23	24 CWN West End Region Meeting	25 Administrative Professionals Day	26 <i>Bring Your Child To Work Day</i>	27	28
29	30					

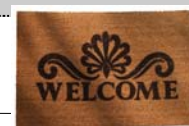
The following CWN Members have been selected by random drawing to attend the April 10 State of the County Address:

- Michelle Brass
- Kay Graham
- Lucille Hankton
- Janet Howard
- Hazel Lambert
- Mireya Masias
- Ann Ray
- Claudia Rowland
- Carol Laudonio
- Melonee Vartanian

Congratulations to Melonee Vartanian on her recent appointment as the new Grand Jury Assistant. Her work e-mail will not change. She can be contacted at her new number—(909) 387-3821 or via her CWN e-mail at cwnprez@yahoo.com

.... to Linda-Marie Griffey on her promotion to Education Specialist

... to Michele Watson on her promotion to Employment Services Specialist



A warm welcome to the following brand new CWN members:

- Cassie Galindo, Behavioral Health
- Roxanne Bradley, Juvenile Court
- Lupe Gonzales, Juvenile Court

Comments from the "Get Motivated" Conference

The "Get Motivated" conference was really great. Each speaker had so much to share about their personal motivational experiences. I liked the fact that many of the speakers presented their views about their success in a spiritual way.

They were all comical so it was entertaining.

They had a contest and a lady won a Mexican cruise. I think there were over a thousand people there and when we did

the contest they played Beach Boy songs and we hit beach balls all around the room. They picked five people who were eligible for the Mexican Cruise by how well they danced yet still keeping the beach balls going around the room. Then the five had to dance on stage and the amount of audience applause picked the winner.

They also had some entertainment on the breaks.

We were encouraged to network on the short breaks by turning to the people around you and exchanging business cards.

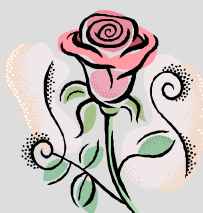
Thank you CWN for sponsoring members for these programs. We appreciate it!

Angela Grisafe-De La Rosa

It's Almost Over

Time is running out for your friends, co-workers and even family members to take advantage of CWN's HALF-PRICE membership dues sale.

The membership application is attached to this newsletter.



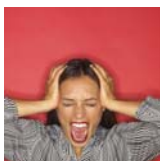
Donations of diapers (size 2, 3 or 4), baby wipes and formula are being sought for the Rose of Sharon. Rose of Sharon is an organization located in the High Desert for unwed and expectant mothers

needing assistance during this emotional time. In the past, CWN has supported this organization by donating personal hygiene items to mothers.

If you would like to donate any of the above baby items, please contact Alvina Hollensbe, 909-387-6565 or at cwn.newsletter@yahoo.com, to make arrangements for pick up.

And the recipients are

Congratulations to Elizabeth Roldan and June Lue Sang as lucky recipients of the random drawing to attend the "Managing Your Emotions" Conference on April 26.



Make sure to tell the membership how you liked the conference.



Watch your e-mail for another seminar opportunity ~ the May 3rd Conference for Women at the San Bernardino Hilton



**For the CWN Ad
in the next edition of
SBPEA's *The Voice***

JOB QUIZ

What do these people do?

1. Deltiologist
2. Horologist
3. Libroquibularist

Answers on back page



CWN Scholarships

It's almost time to apply for CWN's bi-annual scholarship award.

If you are in school, would like to attend a class or seminar, think seriously about applying for a scholarship. What do you have to lose?

Applicants who have been CWN members for a **minimum of one full year** are eligible to apply.



CWN Golf Tournament



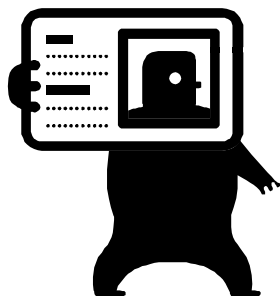
Volunteers to serve on the planning committee for our 3rd Annual Golf Tournament set for September 7 are still needed. Why are we beginning so early you ask? Because an event such as this takes lots of hours of planning—from organizing the teams, gathering tee sponsors, collecting door prizes, and the like are needed.

If you are interesting in volunteering, please contact Alice Lopez at 909-387-

0134 or via e-mail (she's on the global e-mail list). You do not have to play golf to volunteer ~ you do not have to be a CWN member to play in the tournament. You only need a smile and a willingness to help.

The registration flyer is attached to this newsletter and is available on our intra and internet websites. Pass it along to co-workers, friends and family.

A portion of the proceeds from the tournament will benefit the Senior Nutrition Program.



April 18, 2007 Program

Identity Theft

Photos from the March 21, 2007 Meeting



Several members picked up Zoe's book and stayed after the meeting to have her autograph it. Zoe also donated two copies of her book to the CWN Library. Contact Melody Morgan if you'd like to check out the book.



Zoe's detailed accounts of her hunger fast were fascinating.

You can blog with Zoe at

www.onlinewithzoe.com



Rosie the **Riveter** is a cultural icon of the United States, representing the six million women who worked in the manufacturing plants which produced munitions and material during World War II while the men (who traditionally performed this work) were off fighting the war. This "character" is now considered a feminist icon in the US, and a herald of women's economic power to come. Rosie and her slogan were featured on newspapers, magazines and posters.

Rosie the riveter was inspired by a real person Ms. Rose Will Monroe, she was born in Kentucky in 1922. During World War II she moved to Michigan. She worked as a riveter at the Willow Run Aircraft Factory in Ypsilanti, Michigan, building B-29 and B-24 bombers for the Air Force.

Ms. Monroe died on May 31, 1997 at the age of 77.



CONTACT US
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Chris Garcia,
cgarcia@wdd.sbcounty.gov

Programs:
Michelle Brass, mbrass@dbh.sbcounty.gov

3. Librarian reads in bed
2. Horologist measures time
1. Delitologist collects postcards

~ Get to know your Organization ~

Each month there will be a trivia question about CWN in this newsletter. If you know the answer to the question, e-mail your answer to cwn.newsletter@yahoo.com by April 16, 2007 with **"TRIVIA"** in the subject line.

The first member with the correct answer wins!! Winner announced at the April meeting. Must be present to win. Winner must not have won in the past 60 days.

If there is more than one correct answer submitted, a drawing will be held among those members submitting the correct answer.

A \$10 Coco's gift card is this month's prize!

April Trivia Question

When does CWN hold it's annual Woman of the Year Event?

March Trivia Winner:

Mary Warren, HSS

Networking Enhances Womens' Success

Honorable Mention

Christine Vega, DBH
submitted ...

"Now Every Woman
Succeeds"

Tautologies

Huh? Don't know what a tautology is?? It is where two (or more) near-synonyms are placed consecutively or close together for effect.

- ◆ Surrounding circumstances
- ◆ Lonely isolation
- ◆ Free gift
- ◆ Circular in shape
- ◆ Still continue
- ◆ Finished result
- ◆ Merge together
- ◆ Tuna fish
- ◆ All well and good

Have an Interview Scheduled?

Take a look at the most popular interview questions that are being used

1. Do you consider yourself a patient person?
2. How has your attendance record been?
3. What filing system do you use?
4. Do you consider yourself a brisk worker or one who is slower paced yet persistent and consistent?
5. How would you rate yourself in your technical skills?
6. Do you have experience making national and international travel arrangements?
7. How are you at handling as-needed projects? Do you mind unexpected tasks?
8. Are you an introvert or an extrovert?
9. How are you with handling accents?
10. Are you willing and capable of traveling should we require you to accompany a manager or executive on a business trip?



County Women's Network Membership/Renewal Application

Date: _____ Employee #: _____ Phone: _____ Mail Code: _____
Name: _____ Title: _____
Department: _____ E-Mail Address: _____
Occupational Unit: _____ Region: ☐ Central ☐ West End ☐ Desert
Mailing Address (for those without e-mail): _____

☒ **New Membership** or ☐ **Renewal** (Due annually by July 1 - Delinquent after September 30.)

TYPE OF MEMBERSHIP: ☒ **Regular (Voting)** County Board-Governed employees, SANBAG, LAFCO, SB County Schools, & the Superior Court of California-County of San Bernardino
☐ **Associate (Non-Voting)** All others supporting CWN's objectives: City employees, private industry, retirees, students, etc.

DUES: Based on annual income. (Check 1 Year or 2 Year option **and** annual income range.)

☐ 1 Year ☐ \$55 (\$50K +) ☐ \$45 (\$40-49,999K) ☐ \$35 (\$30-39,999K) ☐ \$25 (\$29,999K or less)

☐ 2 Year* ☐ \$105 (\$50K +) ☐ \$85 (\$40-49,999K) ☐ \$65 (\$30-39,999K) ☐ \$45 (\$29,999K or less)

Members joining between January 1 and April 30 shall be assessed one-half the annual dues.

**The 2 Year option is only available to those joining or renewing prior to September 30.*

I am interested in serving on the following committee(s): _____
(Scholarship, Programs, Special Projects, Bylaws, Membership, Nomination/Elections, Newsletter)

NEW Members: How did you hear about CWN? (Please check one):

☐ New Employee Orientation ☐ Dept Bulletin Board ☐ Referred by: _____
☐ CWN Website ☐ Other: _____

DISTRIBUTION: Keep a copy of this application for your records

Send original application with payment to: 0046-WDD / Admin, **Chris Garcia** (interoffice) or mail to Chris Garcia at Workforce Development Department, 215 North D Street #301, San Bernardino, CA 92415-0046

REIMBURSEMENT OF DUES:

After you receive your CWN receipt of payment, complete an Education Assistance Proposal (EAP). Attach the original payment receipt and a copy of this application to the EAP. Submit paperwork to your Department for approval. Forward to the Auditor/Controller-Accounts Payable. Once approved, you will receive a check from the Auditor/Controller.

FOR CWN USE ONLY

Membership: Date Received: _____ Computer: _____ Receipt Issue: _____
Finance: Date Received: _____ Check/Receipt: _____

For more information, visit our website at <http://countyline/countywomensnetwork> (Intranet)
<http://www/cwn> (Internet) or call **Chris Garcia, (909) 387-9862**

The Conference for Women

Thursday, May 3, 2007 | 9 am to 4 pm

San Bernardino Hilton

In this conference you'll learn...

- Leading projects and people
- Standing up for yourself and resolving conflict
- Understanding and making the most of your work personality
- Balancing work and home
- And much more

This special conference is designed to help you develop yourself professionally and find fulfillment in everything you do! There are absolutely no limits to what you can achieve ... especially when you're equipped with the right tools, the right plan and the right attitude and that's what this special conference is all about. You'll spend the day with the most inspiring professional women trainers you'll ever hear—and network with women who are facing the same life situations you are. It's a day full of meaningful insights you won't soon forget!

We've packed a lot of information into just one day, so feel free to move in and out of the two tracks and 10 dynamic sessions. It's your conference—don't miss a thing!

OPENING SESSION: 9:00 – 9:35 a.m. — Life lessons from 5 unstoppable women

TRACK ONE: Professional Growth and Development

Session 1: 9:50 – 10:40 a.m.

How to communicate like a pro

Discover the vital techniques for ensuring that both your spoken and written communication skills are a powerful, positive reflection of your talents and abilities. You'll learn tips for communicating with professionalism and polish every time you put your thoughts into words.

- Tips for delivering confident, powerful and persuasive presentations—one-on-one or in any group situation
- How to correctly use assertive language and mannerisms that send a message of power, confidence and authority
- How to avoid grammar gaffes, punctuation pitfalls, typographical travesties and other written mistakes that could label you as unprofessional or careless
- Discover the most common communication pitfalls—and how to sidestep them
- How to present your ideas to upper management, clients, co-workers, those you manage—anyone—in a way that gets attention and ensures "buy-in" and support

Session 2: 10:55 – 11:45 a.m.

Conflict management skills especially for women

Conflict can be a destructive force in your life ... or the springboard to some of the most productive interchanges and positive problem-solving sessions you can experience if you have the right attitude. Whether facing long-simmering conflicts, down-and-dirty disagreements or off-the-chart emotional outbursts, this session can steer you toward increased harmony, shared enthusiasm for resolution and impressively improved productivity.

- The 6-step approach to win-win conflict resolution
- Expressing yourself without accusation, sarcasm or hostility
- How to make sure you're not asking for the very behavior from others you find hard to handle
- The differences between how men and women communicate
- A 4-step approach to delivering feedback that's specific, nonaccusatory and gets results
- How to handle rejection and still feel good about yourself

Session 3: 1:00 – 1:50 p.m.

A brand-new you ... assertiveness skills that lead to success

Is it ever hard to say "No" or turn down a request? Do you sometimes skirt difficult situations? Are you nice—too nice for your own good? Stop holding yourself back! Here's a step-by-step program that will transform you into a strong and gutsy woman who trusts her instincts, asks for what she needs, takes calculated risks—and gets what she wants and what her job demands.

- 5 strategies for turning indecisiveness into assertive action
- Eliminating behaviors that label you "weak" and "hesitant"
- When the word is "No"—here's how to say it and mean it without hurt feelings and misunderstandings
- Get rid of the passive, eradicate the aggressive and thrive with the assertive approach instead
- Asserting yourself with especially challenging personalities

Session 4: 2:05 – 2:55 p.m.

Learning to lead

Wherever you are on the leadership ladder, this thought-provoking session will help you cultivate the characteristics, skills and vision you need to be in charge—and succeed. You'll discover the importance of delegating, facing challenges head-on, planning for the long term and more ... in an encouraging and supportive environment filled with important discoveries about yourself and your untapped potential.

- What a leader is ... and isn't
- 5 inevitable leadership challenges and how to overcome them
- How leaders delegate and multiply their impact
- All leaders talk ... now learn the strategies of those who communicate
- How to see long-term—and put your vision into a plan

Session 5: 3:10 – 4:00 p.m.

How to keep difficult people from ruining your day

Women who develop the ability to deal with difficult people enjoy a true advantage in today's workplace. And are there ever plenty of impossible people to practice on. There are bullies, dictators, con artists, know-it-alls—we could go on and on. In this session, you'll discover how to take charge of each trying situation and neutralize the impact difficult personalities have on your life and sanity.

- You can express anger in healthy, constructive ways—this can actually help resolve the conflict
- Great insight into mending relationships you thought were permanently damaged
- 6 extremely reliable techniques for keeping your cool no matter how heated the situation
- How to manage the anxiety that comes with difficult encounters
- 5 fears that keep women from confronting people who rub them the wrong way

TRACK TWO: Maximizing Your Personal Strength

Session 1: 9:50 – 10:40 a.m.

10 ways to impress your boss

You could save your company millions of dollars, put out huge fires and do the job of five people. But if your boss doesn't notice, it's like it never happened. It's a fact that women who ensure the boss perceives they're doing a good job are more successful in their careers than women who lack this vital skill. In this session, you'll learn the 10 best things you can do—from taking responsibility for your mistakes to presenting solutions rather than problems—to impress your boss and be recognized as the rising star you are.

- 3 ways to get credit for what you do without seeming annoying
- Master the art of going beyond the call of duty
- The one thing that will make you truly indispensable to your boss
- Why bother with the simple things—like being punctual, meeting deadlines and following directions?
- 4 characteristics to hone that every boss respects
- Breaking habits that attract attention—but for the wrong reasons

Session 2: 10:55 – 11:45 a.m.

Coping with the conflicting demands of work and home

Work and home—it seems impossible to balance these two often-opposing forces, doesn't it? You want to do your very best at work. But the demands of raising children, caring for elderly parents or managing family issues sometimes threaten to get in the way. Reconciling this tug-of-war is important—in fact, your health, happiness and career may depend on it. In this reassuring session, you'll learn the choice is yours as we examine new and simple solutions for making your life work.

- Getting real about what you can—and cannot—do
- How to restore sanity to the weekend—and feel refreshed Monday morning
- Defining "balance"... what it is, what it isn't
- How to get out of the multi-tasking rut
- Our 10 best tips for taking back control of your life

Session 3: 1:00 – 1:50 p.m.

Keep your emotions from running the show

In this session, you'll learn how successful women manage to experience the full range of emotions without being taken over by them and how you can put their strategies and techniques to use in your own life.

- How to loosen up and overcome your "fear of foolishness"
- Have you tried this? Unusual—but effective—ways to manage stress and beat the blues
- Exercise your humor muscle! Learn how to use levity to cope with problems and make yourself feel good
- The 6 Golden Rules for maintaining emotional control
- What to do when you're upset and you know you're going to cry
- How to uncover your anger triggers ... and how to express anger productively

Session 4: 2:05 – 2:55 p.m.

Your work personality and how to make the most of it

Are you a stickler for details? Do you love new challenges? Is mediating conflicts easy for you? In this fascinating session, you'll discover the tremendous personal empowerment that comes from knowing and understanding your personality type. Take a quick, informal and confidential survey to assess how you usually interact with others in everyday situations. Get the results to determine your personality profile. Then sit back as we offer advice and tips for developing your natural abilities to work even better with the people around you.

- Which personality type are you? Take our self-evaluation test
- Understanding the powerful role "personality" plays in the workplace
- Are you maximizing your unique strengths? Why not?
- How to better understand the personality quirks of others—before they become roadblocks
- How to identify and minimize the personality traits that make you vulnerable to stress

Session 5: 3:10 – 4:00 p.m.

Hidden time-wasters—how to identify and eliminate them

Did you know the average worker wastes about two hours a day (not counting lunch), according to a recent survey? Did you realize that surfing the Internet is the number one distraction for today's professionals? Let's face it, the workplace is full of subtle time-wasters that threaten your productivity and aren't going away on their own—which means you need new and better ways to handle them. In this session, learn surprisingly effective solutions that will make you less harried, more productive—and, ultimately, more successful.

- A surprising time-waster people don't even realize is taking a toll
- The steps you MUST take to minimize interruptions
- One of the best and most underrated ways to manage your time
- Overcome the biggest time thief of all ... procrastination
- How to control your attitude—the key to successful time management



Emergency Supplies Checklist

Can You Go It Alone for Three Days?

The first 72 hours after a major emergency or disaster are critical. Electricity, gas, water, and telephones may not be working. In addition, public safety services such as police and fire departments will be very busy. You should be prepared to be self-sufficient for at least three days following a major emergency. Recommended supplies to keep on hand include the following:

Essentials

- ☐ Water — 1 gallon per person per day (a week's supply of water is preferable)
- ☐ Water purification kit
- ☐ First aid kit, freshly stocked
- ☐ First aid book
- ☐ Food (ready to eat and canned foods)
- ☐ Can opener (non-electric)
- ☐ Blankets or sleeping bags
- ☐ Portable radio, flashlight and spare batteries
- ☐ Essential medications
- ☐ Extra pair of eyeglasses
- ☐ Extra pair of house and car keys
- ☐ Fire extinguisher — A-B-C type
- ☐ Food, water and restraint (leash or carrier) for pets
- ☐ Cash and change
- ☐ Map of area
- ☐ Important phone numbers and documents
- ☐ Games and books
- ☐ Baby supplies (food, sanitation, etc.)

Sanitation Supplies

- ☐ Large plastic trash bags for waste; tarps and rain ponchos
- ☐ Large trash cans
- ☐ Bar soap and liquid detergent
- ☐ Shampoo
- ☐ Toothpaste and toothbrushes
- ☐ Feminine hygiene supplies
- ☐ Toilet paper
- ☐ Household bleach

Safety and Comfort

- ☐ Sturdy shoes
- ☐ Heavy gloves for clearing debris
- ☐ Candles and matches
- ☐ Light sticks
- ☐ Change of clothing
- ☐ Knife or razor blades
- ☐ Garden hose for siphoning and firefighting
- ☐ Tent
- ☐ Communication kit: paper, pens, stamps

Cooking

- ☐ Plastic knives, forks, spoons
- ☐ Paper plates and cups
- ☐ Paper towels
- ☐ Heavy-duty aluminum foil
- ☐ Camping stove for outdoor cooking (caution: before using fire to indoors)

Tools and Supplies

- ☐ Axe, shovel, broom
- ☐ Adjustable wrench for turning off gas
- ☐ Tool kit including screwdriver, pliers, and hammer
- ☐ Coil of ½ " rope
- ☐ Plastic tape, duct tape, staple gun and sheeting for window replacement
- ☐ Bicycle

Useful Web Links/Contacts

Additional emergency preparedness information can be found at the following addresses:

San Bernardino City Disaster Preparedness Division
(www.ci.san-bernardino.ca.us/depts/fire/disaster_preparedness)

The U.S. Department of Homeland Security
(www.ready.gov)

American Red Cross
(www.redcross.org/services/disaster/beprepared/)

San Bernardino City Disaster Preparedness Division
(909) 384-5115